

Bid Board Notice
Date Issue: September 10, 2012
Procurement I.D. Number: DHMH/OHS0001

Department of Health and Mental Hygiene
DHMH, Office of Health Services, Division of Money Follows the Person
201 W. Preston Street, Room 137, Baltimore, MD 21201

Title of Services: **Person Centered Planning Training for the Department of Health and Mental Hygiene**

THIS SOLICITATION SHALL BE MADE IN ACCORDANCE WITH THE SMALL PROCUREMENT REGULATIONS DESCRIBED IN COMAR 21.05.07

I. PROCUREMENT OBJECTIVES

A. Summary Statement

The Money Follows the Person Demonstration of the Office of Health Services, Department of Health and Mental Hygiene, is seeking the services of a vendor to provide training for case managers and professionals on the provision of person centered planning for housing needs during the period of November 1, 2012 to March 31, 2013.

B. Issuing Office

Department of Health and Mental Hygiene
201 West Preston Street
Baltimore, Maryland 21201

The Contract Monitor for this solicitation:

Jennifer Miles
MFP Housing Director
201 West Preston Street
Baltimore, Maryland 21201
(410) 767- 6832 Fax (410) 333-5333
Email: Jennifer.miles@maryland.gov

The sole point of contact in the State for purposes of this solicitation is the Contract Monitor.

C. Submission Deadline

An original copy of the proposal **MUST** be received at the Issuing Office listed above by 12:00 p.m. Eastern Time on September 9, 2012 in order to be considered.

Offerors who mail proposals should allow sufficient mail transit time to ensure timely receipt by the Issuing Office. Proposals and/or unsolicited amendments to proposals arriving after the closing hour and date will not be considered.

II. GENERAL INFORMATION FOR VENDORS

A. Background

The State of Maryland was chosen to receive a Real Choice Systems Change (RCSC) grant from the Centers for Medicare & Medicaid Services (CMS) to develop sustainable partnerships that will result in long-term strategies to provide affordable housing to people with disabilities. Under this grant, Maryland has created The Maryland Partnership for Affordable Housing (MPAH) that includes representatives from the Maryland Department of Health and Mental Hygiene (DHMH), the Maryland Department of Disabilities (MDOD), Department of Housing and Community Development (DHCD), and a variety of cross-disability agencies.

The Maryland Partnership for Affordable Housing (MPAH) envisions that people with disabilities receiving Medicaid funded services and supports will be able to acquire housing that is affordable based on Supplemental Security Income levels. This vision will be realized through the acquisition and implementation of a U.S. Department of Housing and Urban Development (HUD) 811 Project Rental Assistance (PRA) program, and a partnership between the Maryland Medicaid program in DHMH and DHCD.

In Maryland, a significant number of people with disabilities receiving Medicaid funded services in institutional settings are estimated to be searching for housing. People who receive Medicaid funded supports and services in an institution, group home or psychiatric rehabilitation program must wait for years to transition to independent supported housing. There are over 300 Money Follows the Person (MFP) eligible participants awaiting transition to the community who are eligible for the Living at Home and Older Adults waivers. In addition, people receiving State Plan behavioral health services, people in the Developmental Disabilities Administration (DDA) Community Pathways waiver transitioning from group homes/Alternative Living Units to supported housing, and people in

the DDA waiting list in the crisis resolution category who are homeless are seeking supported housing. People who are homeless and receiving Medicaid funded services and supports are often institutionalized unnecessarily due to the lack of affordable housing.

MPAH grant infrastructure activities are designed to build upon the established partnership between Medicaid and DHCD and enable implementation of the Medicaid and DHCD partnership agreement in order to ensure that the systems are in place for implementation of Section 811 PRA upon award. These activities include training for consumers, their supporters, housing organizations and other stakeholders.

In order for MPAH to reach its vision, training for all *stakeholders* on Person-Centered Planning is needed to lay the groundwork and understanding necessary for creating person-centered systems for prioritized Medicaid recipients. Stakeholders will need to learn the principles and practice of Person-Centered Planning to effectively assist Medicaid funded individuals with planning for housing needs and secure affordable housing. Regional training sessions and train-the trainer sessions will be needed. Additional technical assistance will be required to RSCS Grant partners through March 31, 2013.

B. Contract

1. The contract resulting from this solicitation shall be a fixed price contract, beginning November 1, 2012.
2. The Department reserves the right to reduce or withhold contract payment in the event the Contractor does not provide the Department with all required deliverables within the time frame specified in the contract or in the event that the Contractor otherwise materially breaches the terms and conditions of the contract.

C. Submission of Proposals

Offerors **MUST** submit two separate sealed envelopes as follows: One submission is to be labeled “Technical Proposal” and the other “Financial Proposal”. Both are to be identified as Sealed Proposals for this Bid Board Notice and are to contain the Offeror’s name, due date and time.

Faxed proposals will not be accepted for this solicitation.

III. SPECIFICATIONS

A. Description

The purpose of this solicitation is to secure a contractor to provide Person-Centered Planning for Housing Needs training to case managers and professionals who work with people who receive Medicaid funded services and supports. The contractor will coordinate all aspects of the training day including scheduling, registration, copying materials, arranging training space and refreshments, and providing on-site support the day of the event. Training sessions will be hosted across the State in a variety of locations to ensure accessibility to all contractors.

B. Specifications

1. Develop a training curriculum for Person Centered Planning, identify instructors and provide oversight of instruction in cooperation with the Department to educate case managers/support coordinators on the use of person-centered planning for housing needs, to include the following:
 - a) Use of person centered planning principles and tools in developing strategies to meet the housing needs of people prioritized for HUD 811 PRA (Appendix A),
 - b) Strategies for developing a circle of support with expertise in planning for the person's chosen housing model,
 - c) Basic information about affordable rental housing resources including the Housing Choice Voucher program, HUD 811 Project Rental Assistance, public housing, project-based voucher opportunities, and Low-Income Housing Tax Credit Properties,
 - d) Eligibility criteria for affordable housing programs, including criminal background checks,
 - e) Methods for ascertaining local affordable/accessible housing resources for people with disabilities,
 - f) Information about obtaining required documentation to secure housing, and
 - g) Reasonable accommodations provided by housing programs for people with disabilities
2. Develop a train-the-trainer curriculum, identify instructors, and provide oversight of instruction in cooperation with the Department to educate person-centered planning trainers on Person-Centered Planning for housing needs. The "train the trainer" sessions will be targeted to individuals with previous experience in Person Centered Planning.
3. Provide 2 general regional trainings by March 31, 2013 and 4 "train the trainer" sessions by March 31, 2013 to establish ongoing Person-Centered Planning expertise.

4. Provide ongoing Person-Centered Planning technical assistance to RCSC Grant partners through March 31, 2013.
5. Provide the use of training space or locate a venue and provide payment to the appropriate person for its training use by the Department.
6. Provide appropriate A/V equipment for training as needed.
7. Work with the Maryland Center for Developmental Disabilities (MCDD) to develop training event announcements.
8. Provide an analysis of training registration and evaluations within 10 business days of training event to the contract monitor for the Department.
9. Provide required information for approval of social work Continuing Education Units by Kennedy Krieger Institute and/or general certificates to all eligible persons.
10. Print and provide training handouts and/or manuals as necessary for all trainings.
11. Provide to the Department's Contract Monitor a detailed analysis of training expenditures, including but not limited to expenditures for speakers, refreshments, venues, interpreters, and fees within 10 business days of the conclusion of each event.
12. Provide payment to vendors, speakers, and other personnel for each training.
13. Bill the Department using the following procedure:
Invoices billed to the Department must include the following information:
Name, title, type of work performed, number of work hours, address, telephone number, fax number, federal employer identification number, RSTARS transfer code (if applicable), DHMH control number as indicated on contract

C. Vendor Experience and References

The vendor **MUST** demonstrate competence and/or certification in 2 Person Centered Planning tools, 5 years of experience with Person Centered Planning techniques, and list at least 4 references.

IV. EVALUATION AND SELECTION PROCESS

A. Evaluation

The criteria that will be used for the evaluation of the technical proposals are listed below.

Within each major category, a minimum of 80% of the assigned points **MUST be achieved in order to be considered acceptable.**

<u>Evaluation Criteria</u>		<u>Maximum Points</u>
1.	Work Plan	50
a.	Training schedule and outline	10
b.	Proposed training content.	20
c.	Proposed training material and resources.	20
2.	Corporate Qualification and Experience	20
a.	Experience in planning conferences and training events.	10
b.	Sufficient resources to complete tasks.	10
3.	Staff Qualifications and Experience	30
a.	Qualifications of the staff assigned to develop materials.	10
b.	Qualifications of staff assigned to provide direct training.	10
c.	Organizational experience providing training and hosting educational events.	10
TOTAL		100

B. The Evaluation Process

Evaluate each technical proposal using the evaluation criteria set forth above. Failure to comply with any of the mandatory requirements or to meet any of the minimum requirements will normally disqualify an offeror's proposal.

After determining compliance with the requirements, an evaluation of the technical merit of the proposals shall be conducted. Only those technical proposals deemed "reasonably acceptable" for award will be considered. All other proposals will not be considered and the offerors shall be so notified and their financial proposals returned unopened. Minor irregularities in proposals which are immaterial or inconsequential in

nature may be waived or permitted to be cured whenever it is determined to be in the State's best interest.

After completing the evaluation of the technical proposals the price proposals will be opened.

C. Transmittal Letter

A transmittal letter prepared on the Offeror's business stationary **MUST** accompany the proposal. The purpose of this letter is to transmit the proposal; therefore, it should be brief. The letter shall be signed by an individual or corporate officer who is authorized to bind his firm to all statements, including services, material availability, timeliness and prices contained in the proposal.

D. Two-Volume Submission

The selection procedure requires that the evaluation of the technical proposals be conducted before the cost data are reviewed. Consequently, each proposal **MUST** be submitted as two separate enclosures as indicated below.

E. Volume I - Technical

Vendor **MUST** submit a technical proposal containing the following sections:

1. Statement of Work
 2. Proposed Work Plan
 3. Corporate Qualifications and Experience
 4. Staff Qualifications and Experience
1. The "Statement of Work" should demonstrate clearly the offeror's understanding of the role this service plays in the responsibilities of the Issuing Office.
2. The "Proposed Work Plan" section should contain a definitive description of the offeror's plan to meet the requirements of the solicitation. It should include a detailed description of the firm's methods and procedures for addressing all requirements outlined in this solicitation document.

The purpose of the work plan is to demonstrate the capability of the offeror to successfully manage the overall project and the subordinate tasks while meeting the scheduled goals.

3. The “Corporate Qualifications and Experience” section should describe the overall capabilities of the organization to complete the work.
4. The “Staff Qualifications and Experience” section describes how each proposed staff’s experience relates to that person’s specific responsibilities as detailed in the work plan for this procurement.

F. Volume II - Financial

This volume is to contain complete cost information for all services provided which should include an hourly cost.

The financial proposal **MUST** be in a separate volume from the technical proposal.

Place of

Performance: Department of Health and Mental Hygiene
201 West Preston Street
Baltimore, MD 21201

The Procurement Method: Small Procurement

Procurement Officer: Rosetta Sabb
DHMH, Office of Health Services
410-767-3520
410-333-5154 (fax)

If you have any questions please contact:

Jennifer Miles, Money Follows the Person Demonstration
Office of Health Services, DHMH
201 West Preston Street, 1st Floor
Baltimore, MD 21201
410 767-6832

Bids must be received no later than: 12:00 Noon, September 26, 2012
Division of Money Follows the Person
201 W. Preston Street, Room 137
Baltimore, MD 21201

Please fax to: Rosetta Sabb, Procurement Officer/Jeri Bentley, Supervisor
DHMH, Office of Health Services (OHS)
410-333-5154

Basis for

Award:

The contract resulting from this solicitation shall be awarded to the offeror meeting the criteria noted in this solicitation document with the most advantageous offer.

BID PAGE

**Title: Person Centered Planning Training for the Department of Health and
Mental Hygiene**

Procurement I.D. Number: DHMH/OHS0001

_____ x _____ = _____
Number of Hours* Hourly Rate

Total:\$_____

Bid Price Authorized by:

Name/Title_____

Signature_____Date_____

Address_____

City, State, Zip_____

Federal ID #:_____

Phone Number/Fax Number_____

E-mail Address_____

*The Department does not guarantee a minimum or maximum of hours. The number is
used for bidding purposes only.

**THE STATE OF MARYLAND ENCOURAGES
MINORITY BUSINESS ENTERPRISES TO
PARTICIPATE IN THIS PROCUREMENT PROCESS.**